

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2003

Educational Assessment Unit – Education Division

FORM 3

INFORMATION AND COMMUNICATION TECHNOLOGY

TIME: 1 hr 30 min

Name: _____

Class: _____

Answer ALL questions.

1 This question is on **Computer Systems**.

(a) i) What does the term **LAN** stand for?

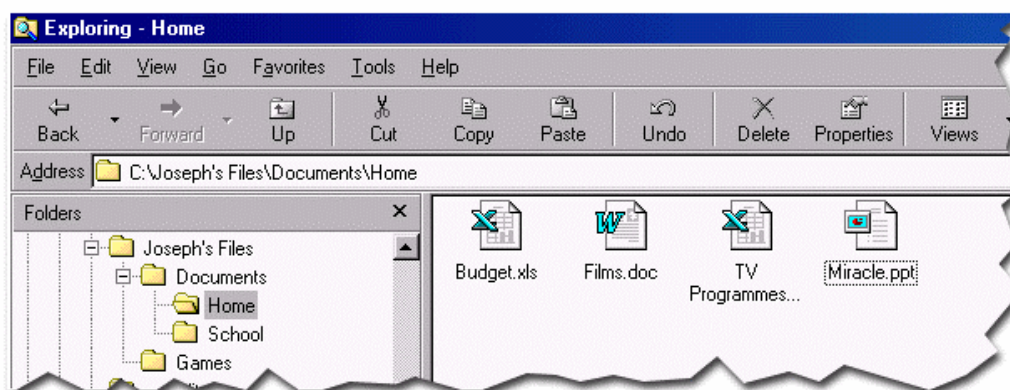
L _____ A _____ N _____

1

ii) Write down 1 **advantage** of having your computer connected to a LAN.

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(b) The following picture shows part of the **Windows Explorer** program.



i) Look carefully at the picture and then use the following words to complete the paragraph below.

spreadsheets delete select files Documents undo

The folder *Joseph's Files* contains two other folders, one is called *Games* while the other is called _____.

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The folder *Home* contains four _____. One is a *Word Processing* document, another is a *PowerPoint* presentation and there are two _____.

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To remove the item named *Miracle.ppt*, I first have to _____ it and then click the _____ button from the toolbar. If I realise that I have made a mistake and need to bring it back, I have to click the _____ button.

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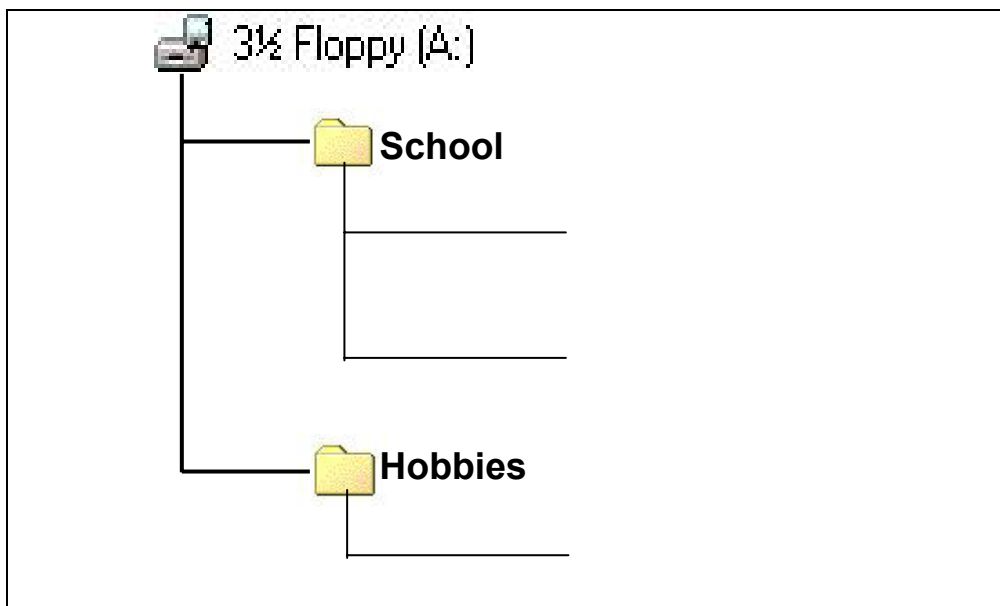
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ii) If I decide to remove *Miracle.ppt*, the computer moves the item into a **special icon**. What is the **name** of this icon?

2

- (c) I created two **folders**, called *School* and *Hobbies*, on a new **floppy disk**. The picture below shows their arrangement.



Later I created the following **folders** on the floppy disk:

- I opened the *School* folder and created 2 new folders and named them *English* and *ICT*.
- I opened the *Hobbies* folder and created another folder called *Cooking*.
- I opened the *ICT* folder and created 2 other folders and named them *Spreadsheets* and *Drawings*.

In the picture above, **draw** and **label** the 5 folders to show the complete arrangement of all the folders on the floppy disk.

7

- (d) One of the following words is used to **describe** the way the folders are **arranged** on the floppy disk. Underline the correct word.

Bush Tree List Branch

2

- (e) Tick (✓) the statement that best explains one **advantage** of such an arrangement of folders.

- i) Folders are easily seen due to their colour.
- ii) A folder can be easily found and its contents accessed.
- iii) Only my teacher can create new folders.

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2 This question is on the **Word Processing** program.

- (a) Write **true** or **false** for each of the following statements:

- i) The colour of a font (text) may be changed.
- ii) WordArt is used to prepare a fancy title.
- iii) Word wrapping is the centering of text on a page.
- iv) The orientation of this page is landscape.
- v) Headers and footers must be typed on every page.
- vi) There are 4 margins on every page.

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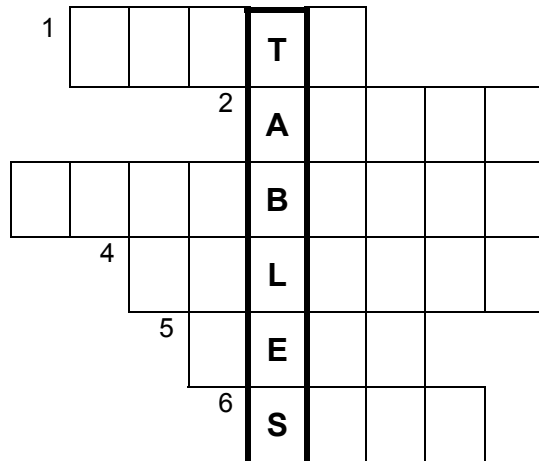
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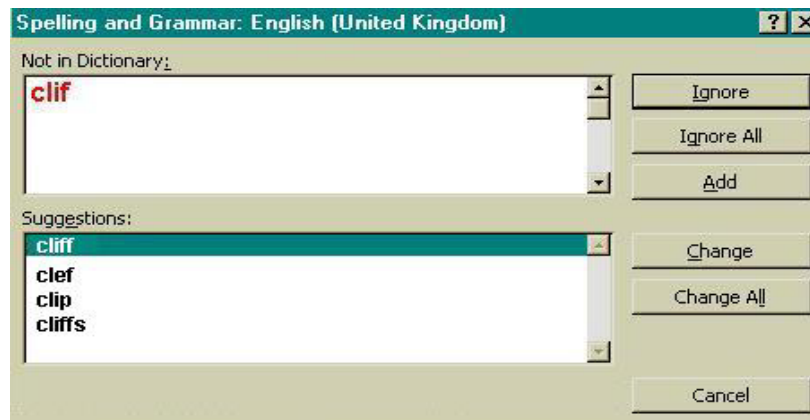
- (b) In the spaces provided in the crossword below, write down the **name** that is given to each of the following **features**.
One letter from each feature has been provided.

1. Inserts a word in a new position after it has been cut.
2. Places text to the left or to the right margin.
3. The buttons are found on these bars.
4. Dots in front of a list of statements.
5. The name of the bar having the words *File, Edit, View,....*
6. Stores a copy of a document onto a disk.



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- (c) The picture given below shows the **spell checking** window of the word processing program.



Look carefully at the picture and then fill in the blanks using the following words.

suggested change document ignore correct clif dictionary

The spell checker is used to help me _____

spelling mistakes in my _____. Each word that I

have typed is checked by comparing it with the _____ found in the computer.

In the picture above, the word _____ was typed incorrectly and the spell checker has _____ the word '**clif**'.

To correct the mistake I must click the _____ button. However, if I click the _____ button the word is not replaced.

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- (d) I want to keep some information on my friends in a **table**. I have 15 friends and I want to store their name, address and hobby.
- i) How many **rows** and **columns** should the table consist of?
- Rows: _____ Columns: _____
- ii) After printing the table I found that the **lines** separating the rows and columns were **not printed**.
- Which **button/command** should I have selected before printing, to see how the table will look when printed?
-
- What are the **lines** separating the rows and columns, called?
-
- What should I **do to the table** before I select the command to draw the lines?
-
- iii) Give one reason to show why there is no need for storing my friends' information in a **spreadsheet** program.

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3 This question is on the **Spreadsheet** program.

The picture below is an incomplete **bill** for items bought for your computer lab.

	A	B	C	D	E
1	AD Computers Ltd				
2					
3	Item Description	Quantity	Unit Price	Amount	
4					
5	Mouse	5	Lm 1.65	Lm 8.25	
6	Floppy disk	80	Lm 0.22		
7	Keyboard	3	Lm 5.60		
8	Scanner	2	Lm 34.99		
9	CD writer	2	Lm 42.50		
10					
11			Total:		
12					
13			Discount:	Lm 10.00	
14					
15			Amount payable:		
16					
17	Most expensive item costs:	=MAX(C5:C9)			
18					
19	Cheapest item costs:				
20					

Look carefully at the bill to answer the following questions.

- (a) The **title** for column A is not **fully seen**. Draw an **X** in the picture above to show from where the column may be widened.
- (b) Write down the **formula** that needs to be typed in cell D5 to find the cost of the 5 mice.

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- (c) What should you do to **quickly** insert the formulas in cells D6 to D9, without having to type the formula in each cell?

2

- (d) Write down the **formula** that must be typed in each of the following cells.

- i) In cell D11, to find the **total** for all the items.

2

- ii) In cell D15, to find the **amount payable** after subtracting the discount.

2

- iii) In cell C19, to find the **cost** of the cheapest item bought.

2

- (e) The values in column **C** show **money**. Write down the number of **decimal places** for the values that are representing money.

1

- (f) Each of the phrases below is followed by a group of 5 cell references. Look at the spreadsheet diagram on page 4 and for each phrase, **draw a circle** around the correct cell reference.

The first one has been done for you.

- i) A **value** - D5 C17 A3 D7 **B7**

- ii) A **label** - C6 A9 D13 C9 B6

1

- iii) A **formula** - C17 D13 B3 B5 C5

1

- iv) **Currency** - A3 B6 D3 B9 C9

1

- v) **Centered** - A7 C11 A9 D3 A5

1

- vi) **Aligned left** - B3 A6 C3 B9 B6

1

- 4 This question is on the **database** program.

The following is a **database table** that I have prepared about my favourite actors.

Name	Nationality	Age
Brad Pitt	American	37
Julia Roberts	American	33
Roberto Benigni	Italian	45
Tom Cruise	American	39
Kate Winslet	English	25
Hugh Grant	English	40

(a) i) How many **fields** does the table have?

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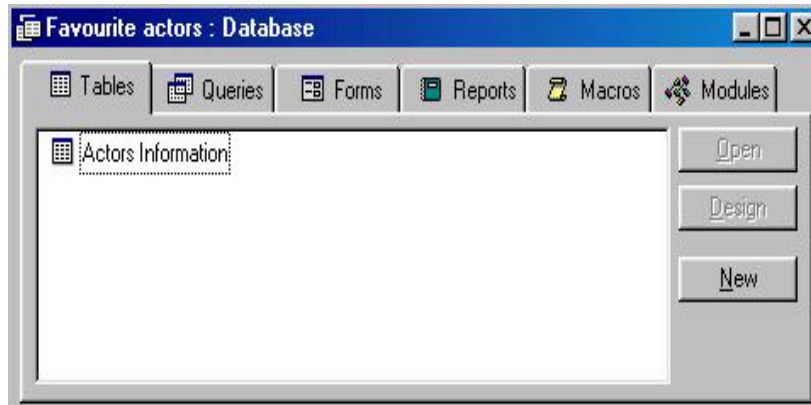
ii) How many **records** does the table have?

1

iii) Write down one **field name** that I have used.

2

(b) The picture below is the **Database Window** of my actors' database.



i) What **file name** have I given to the **Database**?

1

ii) What **file name** have I given to the **Table**?

1

(c) The 3 tasks to **update** a database are called **Adding, Deleting** and **Editing**.
Write down the name of the correct task after each of the following statements.

i) Changing the age of *Kate Winslet* –

1

ii) Putting away the information on *Tom Cruise* –

1

iii) Typing the information on *Nicole Kidman* –

1

(d) Write down **true** or **false** for each of the following sentences on **Queries**.

i) A query always shows **all the records** that are found in a database table.

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ii) The condition to get the records of actors who are older than 35 years is **Age > 35**.

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5 This question is on the **DTP** program.

(a) What does the term **DTP** stand for?

D _____ T _____ P _____

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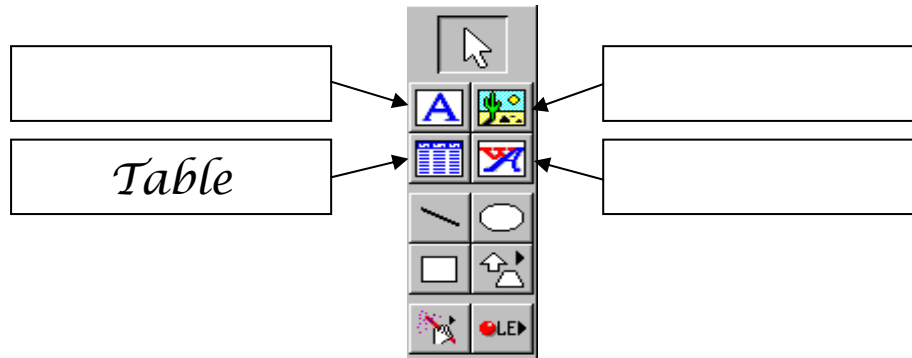
(b) Complete the following sentence:

The **word processing** program is used to prepare a **document**

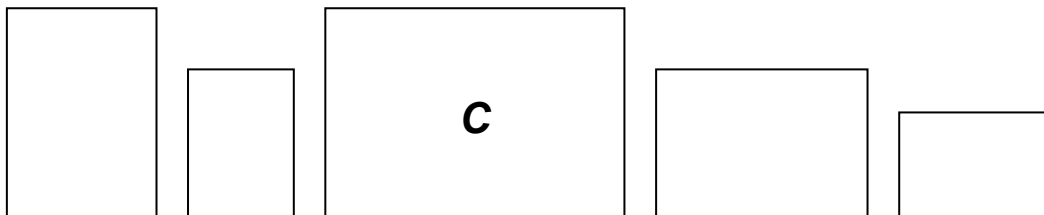
while the **DTP** program is used to prepare a _____.

2

- (c) The picture below shows one of the **toolbars** in the DTP program. Write down the **names** of the four arrowed buttons in the boxes provided. *One has been given as an answer.*



- (d) The rectangles shown below represent **blank sheets of paper** to be used for printing. They are drawn to scale.

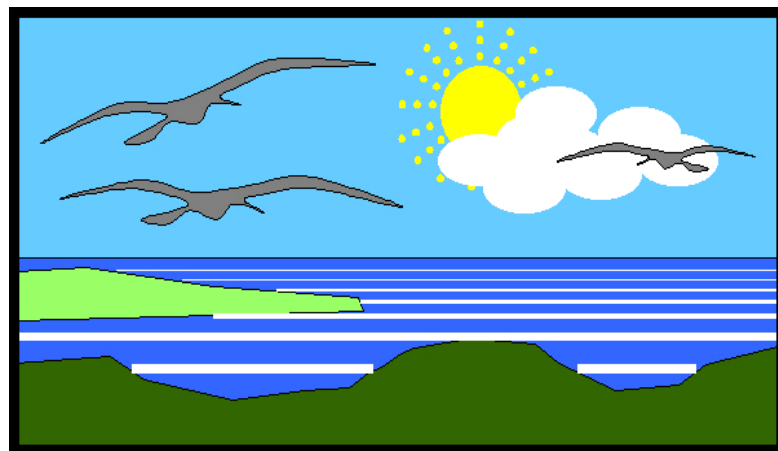


Write down the correct **letter** inside each rectangle according to the table below. *One has been done for you.*

Letter	Paper Size & Orientation
A	A5 Landscape
B	A4 Portrait
C	A3 Landscape
D	A5 Portrait
E	A4 Landscape

6 This question is on the **drawing (PowerPoint)** program.

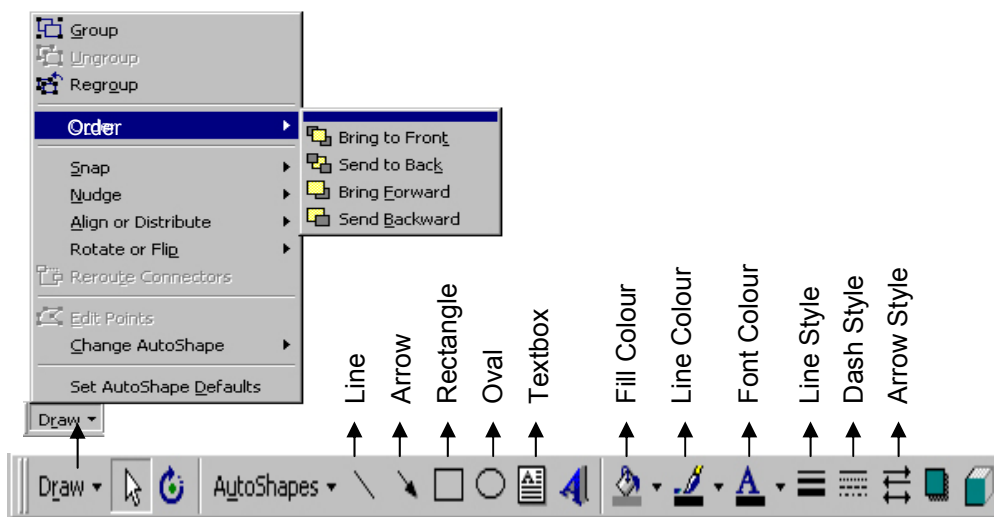
The following is a picture that I have drawn using the Drawing toolbar of the program.



A diagram of the labelled Drawing toolbar is given on the page 8. The diagram also shows the menus available after clicking the Draw button.

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Study the picture on page 7 and the diagram of the toolbar above and then answer the questions below.

- (a) What is the name of the tool that I have used to draw the **border around the picture**?
- (b) Which tool did I use to give a **colour to the sky**?
- (c) What is the name of the tool that I have used to draw the **shape of the sun**?
- (d) Which **key** from the keyboard did I press to obtain a **perfect circle** for the sun?
- (e) Write down the name of the tool that I used to draw the **horizontal lines in the sea**.
- (f) What is the name of the tool that I have used to **colour the horizontal lines** (in the sea) white?
- (g) Write down the name of the tool that I had to use to change the **thickness of the horizontal lines**.
- (h) The cloud is made up of 6 circles. Which command did I use to **collect them into one object**?
- (i) Write down the name of the command that I used to **move the cloud on top of the sun**.

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